



City-Sanctioned Special Event Grant Application

To apply for a City-Sanctioned Special Event Grant, please read the attached Grant Program Guidelines then submit a completed Grant Application and a completed Special Event Permit Application to the City of Lynchburg, c/o the Parks &

Recreation Business Manager. Deadlines for Grant Applications are November 15, and April 15, annually. Grant Applications MUST be received prior to the event. Approval of a Grant Application takes 60 days from the deadline date. Thereafter, a Special Event Permit must be obtained and may take an additional 45 days.

Grant Applicant Information

Event Name

Event Start Date

Event End Date

Organization

Street Address

City

State

Zip

Primary Contact

Email Address

Phone

Fax Phone

Cellular / Page #

Non-Profit Corp. 2+ Yrs

Corporate ID#

How many members?

Will you hold this Event without full or partial approval of the requested Grant? If yes, how will the Grant allow the Event to improve? If no, explain why not.

Will all the revenue generated at this Event (e.g. admission, sponsorships, food/beverage net proceeds) go to your non-profit organization? If yes, how will these funds be utilized? If not, explain how the funds be distributed among your organization and any event partner companies or organizations.

Describe the mission of your Organization within the Lynchburg community. Include information about other outreach projects of the organization.

(as additional information you may attach a copy of your Bylaws or other documents that indicate your organization's mission and purpose)

How many event staff do you anticipate you'll be able to provide to work at the Event? Where will you obtain the necessary staff to effectively administer this event?

Describe the structure and plans of your organization's Event Committee. Include a list of their individual Event management experience. What other Events has your organization administered?

Describe the benefits and positive outcomes your organization expects from this Event.

Describe the benefits and positive outcomes the City can expect from this Event.

Describe your plans for this Event? How do you see this Event progressing and why?

Affidavit of Applicant: 0

I certify that the information contained in this City-Sanction Special Event Grant Application is true and correct to the best of my knowledge and belief, that I have read, understand, and if the Grant is approved, I agree to abide by the all regulations, provisions and rules governing this Grant Program and the City of Lynchburg's Special Events policies and provisions.

Applicant

0

Title (Print of type)

Signature of Applicant (Event Organizer)

Date of Application

A signed hard copy of this City-Sanctioned Special Event Grant Application must be provided to the City before an Application will be considered fully executed. Submit a hard copy and an electronic version (either email or disk) of this City-Sanctioned Special Event Grant Application to Tammy Forest, Special Events Coordinator, City of Lynchburg Parks & Recreation Division.

Lynchburg Parks & Recreation Division
301 Grove Street Lynchburg VA 24501

Phone: 434 455-5871

Fax: 434 528-2794

Email: tammy.forest@lynchburgva.gov

City-Sanctioned Special Event Grant Program

A) Purpose

It is the purpose of the City- Sanctioned Special Events Grant Program (hereafter referred to as "Grant Program" or "Grant") to provide funding assistance to Lynchburg based non-profit organizations or City agencies that wish to host a Special Event on City property. Funding is for the exclusive purpose of offsetting some or all of the cost of City Services required for the Special Event. The City of Lynchburg recognizes that such Special Events can enhance the quality of life for citizens of Lynchburg and provide benefits to citizens through the creation of unique venues for expression and entertainment that are not normally provided as a part of governmental services. Additionally, it is recognized that tax-exempt non-profit organizations that benefit the community are central to the quality of life in Lynchburg and that they often develop through their Special Events the resources to provide essential services to the citizens of Lynchburg. It is further envisioned that these Special Events can enhance the development of tourism by increasing visitation, expenditures, and overnight stays within the City.

B) Grant Program Guidelines

Any qualified Lynchburg based non-profit organization and/or any City agency may apply for a Grant according to the following guidelines:

- 1) The Applicant Organization must be a City agency or a current qualified non-profit corporation that has been in existence for at least two years.
- 2) The Applicant Organization must be the primary Event Organizer of the Special Event. Additionally, the Applicant Organization must be the primary financial administrator and event manager, although they may partner with other organizations and/or companies in administering, organizing and promoting the Event.
- 3) Grants are for those Special Events that clearly display and contain elements that contribute to the quality of life for the City of Lynchburg. Examples: historical, cultural, arts, community-spirit, wellness, etc.
- 4) Priority will be given to those Special Events that are to be held in downtown Lynchburg.
- 5) Priority will be given to those Special Events which will best promote out-of-town visitors.
- 6) Priority will be given to those Special Events that are expected to be an annual or repeat event; however, a Grant may be approved for a one-time Special Event if such event will significantly impact the quality of life for the citizens of Lynchburg.
- 7) The Approval Committee will consider such factors as the Applicant Organization's:
 - a) fiscal stability;
 - b) track-record in administering Special Events;
 - c) ability to provide and train the anticipated event staff; and
 - d) other such factors that provide insight into their ability to effectively administer develop and grow the Special Event.
- 8) The funds provided through the Grant Program are for reimbursement for City services only (not for administrative or clerical costs, event production assistance, or to offset the Event's other operating costs). The City will determine the level of City services required and/or requested by the applicant in order to safely and effectively administer the Special Event.
- 9) The maximum amount of any Grant per single Special Event, in a single City fiscal year is \$3,000.00. However, Grants may be approved for less than the maximum \$3,000 or less than the amount requested.
- 10) Grants are provided on a year-to-year basis. The Applicant must apply each year for continued Grant approval.
- 11) Grants will only be provided to a specific Special Event for a maximum of three years.
- 12) All efforts will be given to provide Grants to as many Applicant Organizations as possible. To do so, the Approval Committee may limit the number of Grants approved to a specific Applicant Organization during any single fiscal year.
- 13) The Approval Committee has the sole and final authority in approving Grant Applications.
- 14) Organizations receiving a Grant may submit an application for other Special Event Grants, but must submit a separate application for each.

15) A Grant Approval Committee of at least three, and as many as five, Lynchburg citizens or City Employees will have the sole and final authority in approving Grant Applications. Members of the Approval Committee will serve two-year terms on a voluntary basis and will be approved by the City Manager or his/her designee. An Approval Committee member may serve as many as three terms, but may not be a board member or employee of any current Event Organizer within the City of Lynchburg. In the event that an Approval Committee member is associated with a Grant Applicant Organization in such a manner as to present a conflict of interest, that Committee member shall withdraw from the approval process during that cycle.

C) Grant Application Procedures & Schedule

There are two Grant Application approval cycles per fiscal year (July 1st – June 31st). The deadlines for Grant Application are November 15th and April 15th of each year. Grant Applications submitted after a deadline will automatically be moved to the next approval cycle. No Applications will be approved for an Event that has already taken place.

The application process is as follows:

- 1) Complete and deliver the Sanctioned Special Event Grant Application to the City of Lynchburg;
c/o Business Manager
Lynchburg Parks & Recreation Division
301 Grove Street
Lynchburg VA 24501
(434) 455-5871
(434) 528-2794 Fax
- 2) Complete and include a City of Lynchburg Special Event Permit Application with the Sanction Special Events Grant Application.
 - a) Applicants will receive an acknowledgment of receipt of their Application.
 - b) The Parks & Recreation Business Manager will provide a cost estimate of City services for each Grant Application to the Approval Committee within 30 days from the application deadline.
 - c) Notification by the Approval Committee of either approval or denial of an application will be given within 60 days of the application deadline.
- 3) Approved Grant funds will be reimbursed directly to the Applicant upon satisfactory completion of these items:
 - a) The Applicant must be granted a Special Event Permit from the City.
 - b) The Applicant must meet and adhere to all City policies, provisions and regulations related to Special Events.
 - c) The Applicant must submit a post-event report to the Approval Committee within 30 days from the end of the Special Event.
 - d) Each City department will issue invoices for their respective services directly to the Applicant no later than 30 days after the Event.
 - e) The Applicant must pay these invoices within 30 days of receipt.
 - f) The Applicant must submit a reimbursement request for the approved Grant funds along with evidence of payment for City services (City receipt). The Applicant will receive the total amount of the approved Grant or the total amount of paid City services, whichever is less. Payment requests must be submitted to the Grant Approval Committee within 90 days from the end of the Special Event.